

Getting started as an Assessor

This guide will get you set up and ready to run an assessment in Ausmed Assess, from accessing the app through to submitting your first result.

Your role as an Assessor

As an Assessor, you play an important role in ensuring your colleagues can perform their work **safely, confidently and to the required standard**.

A competency assessment provides evidence that a staff member can demonstrate the skills required in practice. Your observations and judgement help staff understand where they are meeting the standard or not and where they may need further support to achieve a competent outcome.

What is Ausmed Assess?

Ausmed Assess is the mobile app used to conduct competency assessments. It is part of **Ausmed Competency™**, which helps organisations manage and track competency across their workforce.

In Ausmed Assess, you observe a staff member performing a skill, assess each criterion against the required standard, record your findings and submit the result.

The quality of an assessment depends on the quality of your observation and judgement. Assess fairly and consistently, and base your decisions on what you directly observe.

What this guide covers

This guide will get you set up and ready to run your first assessment in Ausmed Assess, from accessing the app through to submitting your result.

1 Access and install Ausmed Assess

Open Ausmed Assess and install it on the device you will assess with.

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2 Run an assessment

Find the competency, observe the candidate and record each criterion.

Page 3

Access and install Ausmed Assess

Ausmed Assess runs in your browser and installs to a phone, tablet or computer. Set it up once on the device you will use while assessing.

Before you start

You need an internet connection (WiFi recommended), iOS 15 or later or Android 10 or later on mobile, or a Windows or Mac computer, and an up to date version of Chrome or Safari.

1. Accessing Ausmed Assess

- 1 Sign in.** Go to ausmed.com.au/sign-in and log in with your username and password, or via your organisation's Single Sign On service.
- 2 Select your organisation.** On the home page, find the **Organisation** section and select your organisation's name.
- 3 Open Ausmed Assess.** In the top right corner, open the **Staff Portal** drop-down and select **Ausmed Assess**. It logs you in automatically.



[Watch: How to access and install Ausmed Assess](#)

2. Installing on your device

Device	How to install from assessor-app.ausmed.com.au
iPhone or iPad	Open the site in Safari (required). Tap the Share icon, select Add to Home Screen , then tap Add.
Android	Open the site in Chrome (required). Tap the menu icon, tap Add to Home Screen , then tap Install.
Windows or Mac	Open the site in Chrome or Safari and select the Install icon in the address bar.

[Learn more](#) [How to access and install Ausmed Assess](#)

Observe the staff member performing the skill and record what you see as you go.

Before you start

Check with your Administrator who you need to assess and by when. The app does not show a list of staff who are due for assessment.

1. Conducting the assessment

- 1 Log in and find the competency.** Open Ausmed Assess, log in, then search for and select the competency you want to assess.
- 2 Start the assessment.** Review the details, tap Start new assessment, then select the staff member or members.
- 3 Work through the criteria.** Mark each criteria Satisfactory or Not Yet Satisfactory, adding comments where needed.
- 4 Check the result.** On the Results Screen the app calculates Competent or Not Yet Competent automatically.
- 5 Submit.** Tap Agree and Finish.



[Watch: How to assess a competency using Ausmed Assess](#)

2. How competence is determined

Every assessment you complete in Ausmed Assess resolves to one of two outcomes.

Competent

Every criterion marked Satisfactory, or Not Applicable.

Not Yet Competent

One or more criteria Not Yet Satisfactory. Flagged to Administrators for follow-up.

3. What happens after you submit

Candidate	Is notified of the outcome, and can see their result against each criterion and your comments.
Administrator	Not Yet Competent outcomes are flagged with administrators to follow up next steps.

[Learn more](#) [How to assess a competency using Ausmed Assess](#)

Frequently asked questions

Why can't I find a competency in the app?	Access is granted per competency. Ask an Administrator to add you to that one.
I ran out of time partway through	Save and Quit. The draft waits under In-Progress on your Dashboard.
The candidate was Not Yet Competent	Submit the honest result. Reassessment is supported and every attempt is date-stamped in their history.
Can I edit an assessment after submitting?	No. Check the Results Screen carefully before you tap Agree and Finish.
Can I assess several people at once?	We recommend assessing one candidate at a time where possible. If your organisation's policy allows it, you can select multiple candidates when starting an assessment in the app.